

Role Profile

SECTION 1 Brief Description

Role Title: Investment Manager

Grade: K (circa £56k)

Reports to: Assistant Director of Investment Strategy

Profile updated: August 2022

Team / Service: Investment Strategy

SECTION 2 Job Family Description

The role profile describes the general nature of the work performed at this level. It is not intended to be a detailed list of all duties and responsibilities that may be required. The role will be further defined by annual objectives, which will be developed with the role holder. SYPA reserves the right to review and amend the job families on a regular basis.

SECTION 3 Role Purpose Including Key Outputs

To support the Assistant Director of

Investment Strategy in the implementation of the Authority's investment strategy.

To ensure the effective oversight of third-party providers including investment managers, consultants and the custodian.

To ensure that the Authority meets the requirements of the Cost Transparency code.

To ensure that the Authority maintains an up-to-date Responsible Investment Policy Framework and acts appropriately in its stewardship of its investment assets.

To ensure that the Authority meets its reporting obligations, under the Local Government Pension Scheme Investment Regulations, as a subscriber to the UK Stewardship Code, the Task force for Climate Related Financial Disclosure, and for the purpose of demonstrating accountability to local stakeholders, including scheme members.

To act as "portfolio manager" for a number of the Authority's non-pooled investments including the local development loans programme, the wider impact portfolio and the agricultural investments.

The post holder will play a key role in the delivery of the Authority's Responsible Investment objectives and will ensure that the Authority plays a full part in collaborative initiatives including, but not limited to, the Border to Coast Pensions Partnership and the Local Authority Pension Fund Forum.

SECTION 4 Team Context

The Investment Strategy Team is a small team responsible for the development and implementation of the Fund's investment strategy and the oversight of those managing money on behalf of the Authority principally the Border to Coast Pensions Partnership, but also a large number of legacy managers within the Alternatives portfolios. The team are also responsible for ensuring that the Fund operates in line with the Authority's statement of beliefs with regard to responsible investment which is central to the way in which SYPA "does" investment and is also one of our corporate objectives alongside achieving the investment returns necessary to achieve full funding of the scheme.

SECTION 5 Line Management

None directly although may manage individuals in relation to specific tasks and will be responsible for the management of consultants and other resources as part of the delivery of specific projects.

SECTION 6 Role Summary

Roles at this level typically have significant management responsibility either for a team or the coordination of sub functions, and/or will provide professional, specialist or high-level technical advice, direction, and input. They require a conceptual understanding of a technical, professional, or specialized field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems, and recommend solutions. There will be a requirement to plan and organize their own and others' activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their service achieve the agreed standards and will have professional autonomy and discretion within operational policies and practice guidance.

SECTION 7 Budget Responsibility

None specifically, but responsibility for the budgets associated with external advice for specific projects and accountability for the negotiation of fees from external providers and fund managers within tolerances.

SECTION 8 Representative Accountabilities

Analysis, Reporting & Documentation

- To analyse the impacts of the Authority's investments on people and planet and report on those impacts to stakeholders
- To deliver a range of analysis and statutory reports required to meet the Authority's obligations under the UK Stewardship Code and the LGPS regulations including Quarterly Responsible Investment Updates, Annual Stewardship Report and TCFD report.
- To regularly update the Authority's Responsible Investment Policy, Climate Change Policy, and Net Zero Action Plan, and ensure consistency between these policies.
- To produce reports for the Investment Advisory Panel assessing the performance of specific aspects of the Fund's portfolio and of specific service providers.
- To be responsible for the monitoring, analysis, and reporting of the Fund's risk exposures.

Service Delivery

- To be directly responsible for the management of a number of specific investment portfolios (AUM up to c.£1.5bn, depending on the final selection of portfolios) including being responsible for fund or manager selection, performance, and risk monitoring and in some cases portfolio construction.
- To secure delivery of the Authority's responsible investment objectives and to oversee the performance of key service providers in this area.
- To monitor delivery of the Net Zero Action Plan and initiate actions as necessary
- To contribute to the development of the investment strategy
- To be responsible for recommending rebalancing against the Strategic Asset Allocation to the Assistant Director of Investment Strategy
- To support the Investment Advisory Panel in assessing the performance of the Fund and specific holdings or portfolios within the Fund.

Planning & Organising

- To plan the delivery of regular reports to prescribed timescales including planning and organising the procurement of appropriate external advice and support where appropriate.

Work with others

- To lead the Authority's collaborative activities in the field of responsible investment, including but not limited to work with Border to Coast partners and the Local Authority Pension Fund Forum
- To develop collaborative activity with other sub regional organisations such as the South Yorkshire Mayoral Combined to support the delivery of the Authority's impact objectives within South Yorkshire.
- To work collaboratively with fund managers to achieve the Authority's investment objectives.

People Management

- To develop and manage relationships with key individuals within partner organisations and with key service providers (such as Fund Managers).
- To act as a mentor for other staff within the investment function to assist them in developing their potential.

Organisational

- **Values** – To uphold the values and behaviours of the organisation in self and others.
- **Equality & Diversity** – To work inclusively, with a diverse range of stakeholders, and promote equality of opportunity.
- **Health, Safety & Wellbeing** – To maintain high standards of Health, Safety and Wellbeing at work and take reasonable care for the health and safety of self and others. To have regard to and comply with the safeguarding policy and procedures as appropriate.

SECTION 9 Education, Knowledge, Skills & Abilities

- Educated to degree level, or with a significant accumulation of relevant work experience.
- High level written and verbal communication skills.
- Proficient in the use of IT for the analysis and presentation of information.
- Significant knowledge of the investment management industry acquired as a practitioner within the industry.
- Knowledge and understanding of the responsible investment issues and how they can be addressed within investment strategies.
- Ability to communicate complex issues to a "lay" audience is an essential requirement for the role.

SECTION 10 Specific Qualifications and/or Experience

- An investment related qualification (such as CFA, the Investment Management Certificate, or the CFA ESG Investing Certificate) is desirable.
- Experience of working within the investment management industry is essential while experience of doing so within a large pension fund is desirable.
- Experience of working in the areas of investment strategy design and portfolio construction is desirable.
- Experience of working in the responsible investment space within a financial institution is desirable.
- Experience of presenting complex issues and analysis to a "lay" audience is essential.

SECTION 11 Values expected to be demonstrated at all times

HONEST & ACCOUNTABLE:

Telling it like it is, and taking responsibility for our actions even when we have made a mistake.

PROFESSIONAL:

Being highly skilled and competent and managerially applying rationality to decision making processes.

PROGRESSIVE:

Welcoming of change, while taking sensible risks and learning from our mistakes and from others.

EMPOWERING:

Providing the freedom for individuals to identify and implement solutions to problems.

South Yorkshire Pensions Authority is an equal opportunity employer and values diversity.
